

## Eugene O'Neil National Historic Site

### PUBLIC USE COUNTING AND REPORTING INSTRUCTIONS

Following are detailed instructions for collecting and reporting data to be entered on Form 10-157, Revised, Monthly Public Use Report by Eugene O'Neil National Historic Site. These instructions are effective the date of issuance and will continue in effect unless changed by amendment or by memorandum from the Public Use Statistics Program Center to the superintendent approving a requested change.

Each item below describes the procedures to be followed in collecting public use data and summarizing the various elements of those data for entry on the corresponding line on the 10-157, Monthly Public Use Report.

#### Recreation Visits

1. The number of visitors taking a tour.
2. The number of visitors attending special events.

#### Nonrecreation Visits

The number of nonrecreation visitors as recorded by park staff.

#### Recreation Visitor Hours

1. The number of visitors taking a tour is multiplied by 2.5 hours.
2. The number of visitors attending special events is multiplied by the length of the special event.

#### Nonrecreation Visitor Hours

The number of nonrecreation visitors is multiplied by 2.0 hours.

#### Special Use Data

- Line a. The number of tours
- Line b. The number of visitors on tour
- Line c. The number of special events visitors
- Line d. The number of off-site programs
- Line e. The number of off-site program attendance
- Line f. The number of other visitors
- Line g. The number of visitors under 18

Line h. The number of visitors over 62  
Line l. The number of handicap visitors  
Line j. The number of visitors turned away from tour